

MINUTES
Recreation Commission
City of Willoughby Hills
September 4, 2019

CALL TO ORDER: 7:14 PM

PRESENT: Chairman Sandy Grubiss, Jim Walsh, Lynn Hallum, Dee Germano, Jeanne Kaston and Marcie Levine.

ABSENT: Joe Jarmuskiewicz and Vicki Miller.

ALSO PRESENT: Katherine Lloyd, Clerk *pro tem*.

DISPOSITION of the MINUTES OF July 10, 2019

MOTION: Jim Walsh moved to accept the Minutes from the Recreation Commission Meeting of July 10, 2019 as presented.
Seconded by Jeanne Kaston
Voice Vote: 4 Ayes and 2 Abstentions (Germano, Hallum)
Motion passes: 4/0.

CORRESPONDENCE

- Email dated 8/8/19 to News-Herald RE: 8/14/19 Recreation Sub-Commission Meeting at 6:00 PM in Historical Room.
- Email dated 8/8/19 to Communications RE: 9/4/19 8/14/19 Recreation Sub-Commission Meeting at 6:00 PM Historical Rm.
- Email 8/27/19 to News-Herald RE: 9/4/19 Recreation Commission Meeting.
- Email 8/27/19 to Communications RE: 9/4/19 Recreation Commission Meeting.
- Email dated 8/26/19 & 8/30/19 Finance RE: August 460 Report.
- Correspondence Sheet for 9/4/19 meeting.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

No Report.

Sandy sent an email to him requesting that he request Public Purpose at the next Council meeting for the remaining Recreation Commission events. The Law Director was copied on that.

RECREATION COORDINATOR'S REPORT - (position still vacant)

- Staffing Updates: (Sandy Grubiss)
 - Currently we do not have a Recreation Coordinator.
 - Jasmine Grant is currently waiting for approval and confirmation by Council.
 - Laura Temming was the Recreation Coordinator but she resigned the position on 7/31/19.
 - Monitors are being sought due to the current monitors going back to school,
- Willoughby Hills Events Page on Facebook: Continues to grow. 596 'Likes' have increased to 694. 'Follows' have grown from 611 to 624 from our last meeting

YOUTH SPORTS - Update by Lynn Hallum

- **Basketball**: The League voted that there will be no basketball again this year.
- **Flag Foot Ball**: Practices have started. They may still be taking registrations. Games start on Saturday mornings in a couple weeks. Divisions: 8-9 year old and younger and the 9-12 year olds.
- **Baseball and Softball**: The season is over.

Upcoming Events

- **Touch A Truck (Saturday, September 14th from 10 am to 2 pm)**.
Jeanne will hand out flyers about the Upcoming Events together with a packet of ticket order forms, etc. Sandy will help her if she gets back in time.
- **Fall Craft Show (Saturday, October 12th from 9 am to 3 pm)**
 - Sandy has it listed on the Facebook Page. Currently, 118 people plan to attend. 2900 are interested. No other advertising has been done. Sandy will post Craig's List before the event. When the event is closer, other advertising is planned. Volunteers from Key Club have been requested for both Friday and Saturday. School just started yesterday. The advisor did get the request and requested clarification on times, which Sandy provided.
 - Marcie reported there are two spaces left to sell. They are waiting return of the applications that are out there. She and Vicki plan to schedule a sub-committee meeting on Wednesday, September 18th from 6-7 pm to figure out logistics. Sandy will request a meeting room. The Lions will be invited. They will have the food concessions for the event.
- **Halloween Party Sub-Committee meeting (8/14/19) – Recap**
Sandy made a brief report.
 - Times will be extended from 8 pm to 8:30 pm. That will allow registration time. Hayrides will start a half hour later at 6:30 pm when it is darker.
 - Food: They talked about adding pizza to the usual donuts and juice for the kids.
 - DJ - music and games with the kids.
- **Halloween Party (Friday, October 18th from 6-8:30 pm)**
Budget: NOPEC grant of \$1,500 in addition to the Halloween budget. The NOPEC grant needs to be spent wisely.

Purchase of durable, re-usable items for this and future events was suggested. Purchases would include a bounce house and new carnival games.

- **The Bounce House** is always rented. Purchase of commercial units is very expensive. Sandy located a commercial grade bounce house direct from manufacturer on clearance down \$2,699.99 to \$1,299.99, a savings of \$1400. It is a Princess Combo 13 with 2 slides. [Picture shown]. It comes with a blower which inflates the unit in 5 minutes.
 - Specifications: It holds up to 800 lbs. which could allow 8 kids to bounce at the same time. No one user could weigh more than 200 lbs. Most of our users are 12 years old and younger. The bounce platform is 13 x 13 feet. That is the size platform that we have rented.
 - Size of the bounce house is the same standard of the Fire House and the one we rent. This will not be as tall as the Fire House (abt. 10 feet tall) because it does not have the big head on it. It has been measured to confirm where it will be set up and will allow traffic with the kids and safety with the Fire Code.
 - It contains no lead or phylates. It has the exclusive x-weave which is very durable. Warranty: 2-year manufacturer warranty for defects and also a 5-year promise. Even if we damaged it, the company would give 40% toward purchase of a new one, minus

the blower. The company is very willing to answer questions. They manufacture their own goods. They have free shipping.

- It is a Clearance item. Supply is limited. If the Commission wants to proceed with the purchase, it must be soon. They cannot hold it. The advantage of buying the Bounce House is not having to rent it in the future. It is an indoor-outdoor unit.
- New Carnival Games: Games need to be refreshed.
 - Two games on clearance at Big Lots- Sandy personally bought and donated them to the committee. One is throwing balls in a bucket. The other is a corn hole that looks like a football field
 - Packet of Suggested games shown.
 - There is game with numbers on one side and faces on the other for \$21.99 on Amazon
 - Prize Drop - Game that looks like Plinko. You can change it with the event. Those particular event prizes will be at the bottom. Encouraging dialogue can be changed for the event or prize. \$59.95 on Amazon
 - Blow-up decorations
 - 4-ft tall ghost for \$19.99 Amazon.
 - 5-ft Pumpkin on Amazon for \$24.95
 - Prizes
 - 180 temporary tattoos for Halloween for \$5.99 2 packs
 - Punching Balloons for \$8.99 3 packs
 - Light up rings -pack of 50 for \$14.99 2 packs

Everything shown will bring us right to the \$1500 grant total that includes the Bounce House. Total package was shown to Board.

- What about Actual Carnival wooden games? Print-out of games shown and prices explained. The money would go fast. They are wooden games. Perhaps we could ask the Road Dept. Supt. about making one game per year or a few people on the Board could do it.
- Storage of re-useable items

Halloween Budget \$1,500.00

- Cost of the DJ \$300 and pizza (est. \$365) comes out of the budgeted amount. Donuts have been ordered by Jeanne (abt. \$180.00). Joe and Sandy shopped for paper products, candy, juice and prizes. They spent \$421.72 which left \$778.28 in the Budget. Estimate remaining in budget: \$273.00.
- Volunteers have been requested from Key Club.
- Pizza discussion: Sheet pizza has 48 pieces. Mixture of 7 cheese (\$20), 5 pepperoni (\$22) and 5 sausage (\$22) pizzas. Total for 17 pizzas is \$365, which yields 816 pieces for Kids and Adults. Estimate 200+ kids attending. Kids turn in the Food tickets when they get 1 donut, 1 piece of pizza and 1 juice. Adults do not get donuts. If there are left overs, they could be offered for sale.
- Candy – Sandy used candy left from Eggstravaganza and prize bags found in closet to make 300 candy prize bags + additional candy was purchased for additional prizes.

Princess Combo 13 Bounce House: Further Discussion. Need to vote

- Cost to rent is \$2-300 for each rental, which does include setup.
- Rec Comm rents for other community events. The money from that could be used to rent an additional item, purchase of candy or just save.
- Winter Fest does not have a big budget. Bounce House is borrowed from the Fire Dept. Dimensions of that bounce house are not immediately available. Eight (8) kids are allowed at a time.
- If purchased, it could be used at Board discretion at any event. Volunteers can do set up.

- Law Director: Sandy consulted with him re: purchase. He gave his blessing. The Fire Dept. set precedence with theirs. She also requested his thoughts on whether the Bounce House could be used during a fund raiser in the future. He will check to see if that changes the liability at all. No rentals.
- Lynn recommended that it be used indoors for durability, reusability and to keep it clean. It would fit inside for both Halloween and the Eggstravaganza.
- Storage: A wheeled storage cart will be made for it.
- It is not gender-neutral. It is \$500 more to get a 'neutral' one.
- Amortization: \$300 rental x 5 times used = \$1,300.00. Additional possible uses discussed.

MOTION: Jeanne Kaston moved to approve the use of the NOPEC grant to purchase the whole \$1500 package including the Princess Combo 13 Bounce House and the packet of carnival games as presented.

Seconded by Marcy Levine.

Voice Vote: Ayes Unanimous.

Motion passes: 6/0.

- Winter Fest (Sunday, September 8th from 5-7 pm)
Sandy will be meeting with the Fire Chief. The Board was asked to think of business that would be willing to donate items to be used as prizes. Dee Germano's husband is will to DJ for the event. Sandy will ask Ray Somich if we can borrow the Equipment for the DJ. Volunteers from the Key Club have already been requested.
- Breakfast with Santa / Santa Shop (December 14th from 8:30 am to 12 pm)
 - Sample of the new form for Order form pricing shown to Board. It is easier to read. It can be passed out at Touch A Truck if approved.
 - Price Change: Compared with other communities. WH is low. Raising cost of tickets from \$5 to \$6 for Adults and from \$3 to \$4 for Kids was suggested. It would be \$10 for an adult and child.
 - Eggs with Breakfast -This might also be a good time to test how it goes. It is a smaller group. The additional \$1 would cover the cost of eggs.
 - Santa Shop – all gifts have been purchased, wrapped and catalogued by Sandy.
 - Volunteers have been requested from the Key Club.

MOTION: Dee Germano moved to increase the prices for Breakfast with Santa to \$6 for Adults and \$4 for children

Seconded by Jeanne Kaston.

Voice Vote: Ayes Unanimous.

Motion passes: 6/0.

460 FUND REPORTS for July 2019 and August 2019:

We have the reports for July and August in the packets. These are still draft reports.

- July Report has a Beginning Balance of \$23,185.87 The YTD Received total \$19, 791.23 is a combination of the NatureWorks grant, bank interest, Halloween NOPEC grant and the profits from the Pancake Breakfast. \$28 is filing fee for the NatureWorks grant. Encumbered is \$0. The Unencumbered Total is \$42,949.10

- August Report – the only difference between July and August is the \$ 300 additional bank interest.

COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORTS for July 2019 and August 2019:

We still do not have the month by month breakdown. For August, the Total Revenue is \$44,485 which is higher than 2018 when no contracts were going out. Revenues are not fully recovered.

UNFINISHED BUSINESS

- WH Appreciation Day at Classic Park with the Lake County Captains (Saturday, July 9th) – Report
Lynn Hallum attended the event. It is difficult to know how many tickets were sold because people bought directly from the Captains. There was a Willoughby Hills area. A lot of people attended but they have season tickets. For the Field of Dreams, we sent an email to the coaches and directors asking for the names of their kids who would attend. We drew names randomly to determine who would participate. Some accepted; some declined. The number participating were a little more than the anticipated number but Classic Park was fine with it. There was a change in the Field of Dreams procedure. The kids did not get to stand for the National Anthem but they did get to run out on the field with a player. Then they were whisked off. They kids had a good time.
- WH Garage Sale Day (Saturday August 3rd) – Report.
Advertising on Face Book, 177 said they were going and 2,900 were interested. Sandy also advertised for free on garage sale sites and Craig's List. They created an address list and, with the wonderful help of Jim, they had a map. Sandy and Marcie reported a great day with great attendance and beautiful weather. No money was spent on this event, not even for advertising
- Pickle Ball – Update.
Jim was contacted by Kevin Labadie. He came to WH to do a site survey including measurements and photos of the tennis courts. The entire email is in the correspondence. They can stripe the existing surface for pickle ball without pressure washing the courts first. Due to the condition of the surface, that is not ideal. Cost would be \$600 per court, with a four court minimum. For just two courts the cost would be \$750 each. If you would like a price for cleaning, spot pressure wash, crack fill, color surface (3 coats and one color dark green) and stripe the courts. Jim asked if the Roads Dept is equipped to do the pressure washing. If possible, it would drop price.
Mr. Labadie has not responded yet to Jim's question about the quality of the courts. As discussed earlier, the courts were not properly drained when constructed.

Options discussed.

- If we totally remove the surfaces and redo the courts, perhaps the Roads Dept. would help with the removal and the Site Technology could do the replacements. \$20,000 is too high a price.
- The courts do always seem to be in use with the current surfaces. People are anxiously waiting for the Pickle Ball courts. The surfaces are repair-able. Amortization of the cost and intervals of repairing seems less than the replacement cost. However, the patching is over a bad foundation.
- NatureWorks grant - the County has allocated to the Dept. of Natural Resources. The grant itself comes from ODNR. The recipient has to come up with a 25% match. WH would be competing with other municipalities in the County for the same money.
- The latest work done two years ago on the tennis courts to refinish and repaint was \$20,000. WH got a 75% reimbursement of \$16,000 but WH had to pay for everything up front first.
- Ask the Roads Dept if it is possible to increase the drainage. Could it be trenched and drain tiles added?

PLAN: Put the project on hold for now. Do more investigating.

Discuss application for the NatureWork grant for next year.

NEW BUSINESS

Board Packets, Correspondence and 460 Fund Reports:

- **Correspondence:**
 - Lynn suggested that the Board does not need to get every piece of the correspondence. To cut down on copying and paper, we can do a List of the Correspondence and select key pieces to print for the actual meeting. The List does not need to include every piece of correspondence. There could be on full packet of correspondence and another full packet for the Chairperson.
 - Plan: List of the Correspondence and select key pieces to print for the actual meeting.
 - Full packet of correspondence for the Chairperson.
 - Full packet of correspondence and for Public Book.
- **460 Fund and Community Center Activity Reports:**
 - The Finance Director tries to send the report to the Clerk or the whole Board in advance by email but it depends on how busy he is.
 - Sandy wants a full copy. If she gets it far enough in advance, she could provide a break down for the Board at the meeting or by email. Jim noted that the 2nd and 3rd pages are more like a ledger of what happened. The Softball and Baseball section could go just to Joe and Lynn.
 - Marcie asked if all of this could be scanned and emailed to the Board.
 - Hard copy of the complete 460 Report will be provided to Sandy.
- **Draft Minutes:** Once reviewed by Sandy, they will be send to the Board by email in advance of the meeting for review.

PUBLIC PORTION

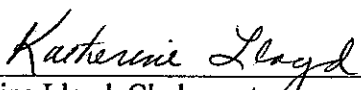
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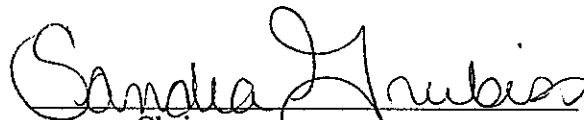
None

Public Portion closed at 8:16 PM.

ADJOURNMENT:

Meeting adjourned at 8:16 PM by Sandy Grubiss with voice vote consensus.


Katherine Lloyd, Clerk *pro tem*


Chairman

Date approved: 10-2-19

Note: Meetings of the Recreation Commission are recorded and recordings are public record.